



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

June 5, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-66

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Teachers Checklist for Fiscal Year

The Teachers Checklist for Fiscal Year (transaction ZP139) has been created in ISIS HR to assist agencies with the fiscal year reporting requirement for Teachers' Retirement System of Louisiana (TRSL). This report can be accessed via menu path State of Louisiana Reporting/Benefits Management /Audit. ZP139 can be produced for month-to-date information or fiscal year data; however, agencies should use the Fiscal Year date parameter selection for this TRSL requirement.

TRSL has advised agencies of the reporting requirement in a memorandum dated February 14, 2003. The reporting deadline and specifications are detailed in the memorandum. Each agency is responsible for completing the TRSL reporting requirements.

For questions regarding submission of this information to TRSL, please contact Judith Allen at (225) 925-1794 or e-mail her at judith_allen@trsl.state.la.us. For questions on executing the Teachers Checklist for Fiscal Year, contact the ISIS HR Help Desk at (225) 342-2677. All other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at (225):

Tiko Ary	342-1652
Rachel Bryant	342-1651
Wendy Eggert	219-0191

JWC:THA:kmb

c: Judith Allen